



[...Continued after Part I]



2022 Section 319(h) NPS Implementation Program Request for Applications Application Development Training

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Virginia Department of Environmental Quality

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Welcome to [Part II](#) of the RFA webinar series. In this webinar we'll be providing detailed guidance for putting together your application packet, primarily focusing on the Application Questions and Application Form.

[Refer to Application Questions and Form in handouts to follow along.]

Overview

- Section I: [Application Questions](#)
- Section II: [Application Form](#)

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DEQ

There are two parts to this presentation. The first part will cover the Application Questions (Word doc):

https://mvendor.cgieva.com/Vendor/public/download.jsp?app_name=ADV&attachment_id=1168497&attachment_name=Att2_319h_Application_Questions_07092021_accessible.docx&connect=jdbc/VSSINFO_PROD

The second part will cover the Application Form (Excel doc):

https://mvendor.cgieva.com/Vendor/public/download.jsp?app_name=ADV&attachment_id=1168496&attachment_name=Att1_319h_Application_Form_06252021_accessible_nls_sk2.xlsx&connect=jdbc/VSSINFO_PROD

Disclaimer: I will be calling attention to specific questions and parts of the application form. My emphasis just means that those sections have critical information we need to evaluate your application. Coincidentally, many of those I'll be highlighting are also the parts we've seen neglected in the past. Answering these fully, along with complete answers for the others will give the reviewers the info they need and means we won't need to score your application lower. Please do not neglect to complete answers on the other questions and parts.

Poll: Do you plan to submit an application for this RFA cycle?

- Yes, let's do it!
- Maybe, we'll see...
- No, not this time around
- No, since I work for DEQ, I think I'll pass

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DEQ

Before we get into the nitty gritty of the application materials, let's do a quick poll.

Application Questions: Instructions

Read all questions in every section before responding to ensure you do not provide duplicate answers.

Each answer can be as short as a sentence but should not be longer than two paragraphs.

If a question does not apply to your project, please write “Not applicable.”

Do not leave any questions blank. Do not delete any questions!

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[Open Application Questions document] [Refer to handout in GoToWebinar]

Be sure to read the instructions.

To get a sense of the types of questions (and not to duplicate your responses), it's best to read all the questions before responding.

Each answer can be as short as a sentence but should not be longer than two paragraphs.

If a question does not apply to your project, please write “Not applicable.”

Do not leave any questions blank. Do not delete any questions!

Tip: Grey out the questions that don't apply to your project. [DEMONSTRATE]. Don't delete them. You'll need to have an answer, whether its yes, no, not applicable, to all of them. Deleting questions will mess up the numbering and thus mess up our scoring.

Tip 2: Take note of the places you think you'd be providing the same answer twice. Discuss them with your NPS coordinator to make sure you're understanding the question and providing what the question is asking for.

Application Questions: Project Overview

- Sample of questions:

5. If current, previous or other associated grants exist in this IP area, how will this project build upon the work of those grants? (Please write "Not applicable" if there have not been any previous or other associated grants in the project's IP area within the last 10 years.)
6. What are the proposed deliverables of this project?
7. What are the proposed outputs of this project?
8. What are the outcomes of this project?

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DEQ

[Close out ppt & move to other monitor and open Application Question for presentation]

Now let's go over the sections in the Application Questions. The first section is: Project Overview. [Scroll to this section in document.]

Information provided in this section overlaps with some of that requested in the Application Form (most obvious: naming the IP and watershed info). We've eliminated the majority of these overlaps, but this one remains because it helps give the reviewer these two general pieces of information in one document instead of needing to flip to another.

You'll notice that some of the text is hyperlinked. This is to help the Applicant understand what is meant by this term so that you're answering the question completely. To open those, hover over them, hold 'Ctrl' and click and it will take you to the definition at the end of document (also listed alphabetically at the end of the questions).

Be sure to fully answer questions 5-8: the bulk of the points awarded for this section

come from these questions.

#5. If **current, previous or other associated grants** exist in this IP area, how will this project build upon the work of those grants? (Please write “Not applicable” if there have not been any previous or other associated grants in the project’s IP area within the last 10 years.)

#6. What are the proposed **deliverables** (tangible work products like reports, types of BMP, WQM results, etc.) of this project?

#7. What are the proposed **outputs** (work products done over time or by a specified date) of this project? These must be measurable. Examples include 3 stream exclusion BMPs installed, 550 people reached in farm tours, etc.

#8. What are the **outcomes** (results, effects or consequences that will occur from carrying out the project) of this project? Examples include meets Phase 1 goals of IP, increased awareness of Ag BMPs, improved water quality at X, etc.

Application Questions: Project Need

9. What is the current status of the water quality impairment that will be addressed by the project?

13. Has your organization done previous 319(h)-funded implementation in this watershed? If yes:

- a. When was the project implemented?
- b. How has your organization's previous implementation met the goals of the IP and/or made progress toward meeting those goals?
- c. How will this project make progress toward and/or meet those IP goals?
- d. What is the justification or compelling reason why this project should receive continued funding?
- e. Is this project suggesting an expansion and/or change in the focus area of the project? If yes, why?

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The next section is on: Project Need. [Scroll to section]

This section is especially important to justify your project if you've never had a 319 grant before and/or implemented a project in this area before. Be sure to answer these questions fully.

If you have had previous experience in this area, be sure to answer questions #9, #13 and #14

#9: What is the current status of the water quality impairment that will be addressed by the project? This response is strongest if backed by WQ data. Contact your regional NPS Coordinator for past data/information. Maybe you have some WQ data or other anecdotal information (like seen straight pipes or cattle in streams).

#13: If you've gotten 319(h) funding for work in this same watershed

- a. When was the project implemented?
- b. How has your organization's previous implementation met the goals of the IP and/or made progress toward meeting those goals?
- c. How will this project make progress toward and/or meet those IP goals?

- d. What is the [justification or compelling reason](#) why this project should receive continued funding?
- e. Is this project suggesting an [expansion and/or change in the focus area](#) of the project? If yes, why?

#14: Has your organization done previous **non**-319(h)-funded implementation in this watershed? ____ If “yes”:

How does this relate to previous work? How building on this work? How has your organization’s previous implementation met the goals of the IP and/or made progress towards meeting those goals?

Is this project suggesting an [expansion and/or change in the focus area](#) from your previous implementation in this watershed? ____ If “yes”, why?

Application Questions: Watershed, Geographic Description, and Location of Project

16. If the project will target implementation in specific counties, locations, or sub-watersheds of the IP, why have you prioritized implementation in these sub-watersheds or areas? (Please write “Not applicable” if the project will not target implementation.) If the answer is “Not Applicable”:

- a. Why is targeting specific sub-watersheds within the IP area not necessary for this project?

18. What characteristics of the local communities in the project area may impact the success of and/or pose challenges to implementing the project?

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The next section is: Watershed, Geographic Description and Location of the Project
[Scroll to section]

Questions on which to focus: #16 and #18

#16: Targeting is important. Helps show progress towards meeting IP goals. There is a section in the Implementation Plan that will explain areas to target in and why it's necessary to focus there first. We'll be taking this into consideration when reviewing your application (if you've made that connection). Maybe there's a reason to target somewhere differently than what the IP says so give us a compelling reason why you may be targeting a different area.

This answer either needs to tell us:

- why you've prioritized implementation in some areas over others

OR

- why you haven't prioritized implementation – keeping in mind that we're looking for projects that will show progress towards IP goals. If you're spreading out implementation across 5-6 subwatersheds, it'll be harder to show progress towards goals than if that implementation was targeted on 1-2 subwatersheds, or a source sector, etc.

#18: You know your communities best. What [characteristics of the local communities](#) in the project area may impact the success of and/or pose challenges to implementing the project? Show off what you know that gives you an edge and be candid about what could trip up the project.

Application Questions: Watershed, Geographic Description, and Location of Project Continued

15. Will your project address the entire geographic extent of the IP(s) listed? If no:

- a. How is the project area different from the boundary of the IP area?

17. If your project proposes administering BMPs in more than one IP (please write "Not applicable" if your project will not administer BMPs in more than IP area):

- a. What is the benefit of working in more than one IP area in terms of meeting IP goals as opposed to a project in just one IP area?
- b. How will your project target within these IP areas to ensure BMP implementation has a higher likelihood of resulting in water quality improvements?

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#15 Depending on the geographic area of your IP, it may be so large that working in the entire area geographic extent is not feasible. Maybe it's manageable. Either way, understanding the geographic extent of your project needs to be clear.

#17 This question is important, but generally not applicable to most projects since they focus on 1 IP. If your project proposes administering BMPs in more than one IP, what is the benefit of working in more than 1 IP and how will it target within the IP areas?

[STOP FOR QUESTIONS] [James questions; Nicole taking notes].

Application Questions: Project Methods, Objectives, and Tasks

Largest section of questions

Most points

Getting details on BMP implementation

- Provide rationale for type and quantity of BMPs
- Outreach related to those specific BMPs
- Demonstrate you understand the rules
- Don't skip any sub-questions

Outreach outside of promoting BMP implementation

WQM questions

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The next section is the largest with the most points: Project Methods, Objectives and Tasks. Even though it's the largest, depending on your project, you should be able to grey out a lot of this if you're only focused in one source sector. [Scroll to section]

Questions #19-23 get at the details of your BMP implementation

It's important to:

- Provide rationale for the type and quantity of BMPs – will often relate back to how you're prioritizing/targeting (be realistic with your time/resources/budget)
- Describe outreach related to those specific BMPs – how you will promote cost share
- Demonstrate you understand the rules: cost share admin, contractor selection, design, install, O&M requirements, etc.
- Don't skip any of the sub-questions. All link back to some evaluative criteria. Ask if you think it's duplicative or don't fully understand.

If you plan to do outreach outside of promoting BMP implementation, be sure to fully answer #24

If you plan to do water quality monitoring, be sure to fully answer #25

Application Questions: Budget Narrative

Focused on rationale behind the numbers in Tab 4

Where you'll explain allowances and match exemption circumstances

- Administering for multiple partners
- New Grantees
- Water Quality Monitoring
- Match exemption for fiscal stress

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DEQ

The next section is asking for the rationale behind your budget in Tab 4 of the Application Form: Budget Narrative. [Scroll to section]

Be sure to be comprehensive and accurate AND demonstrate that the amounts requested are reasonable and realistic. What is the rationale behind the numbers? Explain your numbers in your budget (in Excel form).

This section is broken down into

- Direct costs (bulk of budget- Personnel, Fringe, Travel, Supplies, Contractual, Construction (BMPs), and Other Direct Costs)
- Indirect costs (most people don't use this)
- General narrative (TA allowances) -This is the section where you'll explain allowances and match exemption circumstances where you can request more than 35% TA (see Tab 4a of Application Form...we'll discuss this more later). If you are an applicant with any of these circumstances, you can get additional TA:
 - **Administering for multiple partners (#37)**– An Applicant with multiple partners or sub-grantees (two or more) receiving 319(h) funds aside from the Grantee, is eligible for up to 10% additional TA for administrative support to coordinate all of the partners, associated meetings, and

reporting. If you just have just 1 partner, you can get additional 5% TA. NOT applicable to contractors.

- **New Grantees (#38)**– Applicants that have never received or administered a targeted NPS Implementation project, nor received Section 319(h) funds from Virginia may request a one-time 5% increase in TA funds.
- **Water Quality Monitoring (#39)**– Applications including plans for water quality monitoring to document progress in improving water quality based on implementation are eligible for additional TA funds of up to 5% of grant funding requested. Additional TA funds only to be used on monitoring activities.

#40: If you've requested additional TA for all three of these TA allowances, your TA funds shouldn't exceed 50% of the total funds requested. If they do, need to provide a strong justification for why it does.

#43: **Match exemption for fiscal stress(#43)** – For all applications, there's a minimum 30% match requirement. However, if you're project is doing septic BMPs, and your locality is in a High or Above Average Fiscal Stress area, you can use a higher cost-share rate for homeowners to receive more cost-share funds. Then as a Grantee, you don't have to provide 30% match on these activities and rather only 15% match on budget categories related to septic work. All other activities (Ag, urban, etc.) would still need to provide 30% match. There is a tab in the Excel Application Form to help you determine all these allowances and match exemption.

Poll: Do you think you'll be applying with a request for any of those special budget allowances?

- Yes
- No
- Not sure
- No, again...I'm with DEQ

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DEQ

So will you be requesting any of these allowances or match exemption? (i.e. additional TA for administering multiple partners, new grantee, WQM or reduced match for septic work?)

Application Questions: Partnerships and Technical Leads

46. What roles will each partner fulfill for the project?

48. How will your organization coordinate partners to complete the implementation work?

49. How will the project ensure the appropriate technical expertise is utilized for BMP implementation (i.e., design, construction, oversight, approvals, and inspections) to ensure that project activity is technically sound and meets the approved BMP specifications?

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DEQ

For the next section, we'll ask for more details on your Partnerships and Technical Leads [Scroll to section]

#46: Be sure you're clear on each of the partners' roles and how they're contributing to the project. (See definition)

Questions #48 (How will you coordinate partners to complete the work?) and #49 (How will you ensure the appropriate technical expertise is utilized for BMP implementation to ensure that project activity is technically sound and meets the approved BMP specifications?) are very important in this section – in terms of points awarded based on this criteria.

Application Questions: Organizational Capacity

50. What is your organization's capacity and processes to lead and administer a successful implementation project?

- a. What systems does your organization have in place for tracking grant expenditures and personnel time?
- b. Does your organization have a time and labor process that meets federal and state (as applicable) requirements for compensation (see [Section 200.430 Compensation—personal services](#) of the Federal Uniform Grant Guidance)?
- c. Does your organization currently maintain guidance procedures for administering grant projects and associated payments and personnel?

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The next section tells us about your experience and organizational structure so that you can manage a successful project: Organizational Capacity [Scroll to section]

#50 – It's very important to be clear about how your organization tracks things. It says a lot about your organizational structure and is a good predictor of future success. So what systems do you have in place to track expenditures and personnel time? Do you have a time and labor process? Do you maintain guidance procedures for administering grants?

Application Questions: Organizational Capacity Continued

53. What is your organization's past experience implementing the BMPs proposed in this project?

55. What is your organization's role within the community?

56. How does your organization's role within the community enable it to complete the project successfully?

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#53, #55, and #56 answers combine for one of the major evaluative criterion

Explain to us why you have the experience to implement these BMPs, what your role is in the community and how it enables you to complete projects successfully.

[STOP FOR QUESTIONS] [James questions; Nicole taking notes].

Application Questions: Cost Effectiveness

57. Why are the activities proposed by this project more cost effective than alternative actions?

60. How will your grant and match resources be used effectively and efficiently?

61. What are resources from other sources (i.e., non-federal match) that will ensure the project is cost efficient and successful?

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The next section is about Cost Effectiveness. (we're almost done!) [Scroll to section]

Are the activities you've selected to do cost-effective (it's effectiveness or productivity of an effort in relation to its cost)? There are other reasons why things may cost more (material costs have gone up, shortage of materials, etc.) so explain this- help us to understand your thought process for justifying these practices' costs and why some practices (that may be more expensive) are needed to successfully implement your project.

#57 –Basically we want to know why you're justifying the number of BMPs for the total amount you're asking. So break it down: we'll get 10 stream exclusion projects for \$225,000 of 319(h) funding. Comes out to \$22,500 per BMP. I can compare that with another project that is proposing \$30,000 per similar BMP. Obviously there are a lot of factors that play into costs, but this does give us an idea of how you've calculated the value of choosing some BMPs over others.

#60- How will your grant and match resources be used effectively and efficiently? For example, if you know a significant amount of Personnel time is needed to work with homeowners in your septic projects, then this is an effective use of your funding. Be

sure it's clear where match is coming from.

#61- What are resources from other sources (i.e., non-federal match) that will ensure the project is cost efficient and successful?

Application Questions: Timeline and Milestone Table

62. What is the rationale for the sequence of project activities in relation to the requested grant period?

Explain rationale for why activities will take the time they will

Expands on earlier question re: rationale for proposed project length

63. What are the rationales for the timeframes for tracking and reporting all BMP implementation activities?

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The 2nd to last section is on Timeline and Milestones [Scroll to section]

#62 What is the rationale for the **sequence** of project activities in relation to the requested grant period?

Be sure to explain the rationale for why activities will take the time they will.

This expands on the earlier question re: rationale for the proposed project length.

Example: If your milestone table says you'll have all the BMPs under contract in six months...is that realistic? Probably not. If that's your timeline, tell us why it IS realistic. We want to know your assumptions for the decisions. Don't try to impress us with a speedy, unrealistic timeline. You need to be able to defend your decisions.

#63 What are the rationales for the **timeframes for tracking and reporting** all BMP implementation activities. Be realistic with your systems in place and how much time it's going to take to coordinate with partners.

Application Questions: Conditionally Eligible Justification

IPs with previous 319(h) funded project, that was completed and formal closeout process performed that identified challenges or issues

- Address previous challenges/issues

- Assess level of implementation that's been done

- Justify why additional funds should be invested

64. Request a copy of the Closeout Report

- How address issues?

- If worked in IP before, why work here again and what is different this time around?

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DEQ

The last section addresses the IPs from Table 1 that are considered “Conditionally Eligible”. So these are IPs that had a previous 319(h) funded project that was completed and a formal closeout process was performed. During the closeout process, challenges or issues in past project implementation, local need or interest or past project administration/management were identified. So, this IP will be eligible for funding if you provide information that addresses a) previous challenges identified during formal closeout process, b) assessment of the level of implementation that has occurred since the IP was approved and the amount remaining and c) justification is provided as to why additional funds should be invested into this watershed and why a better outcome will be achieved with the proposed work.

#64- If your IP is identified as ‘Conditionally Eligible’ in Table 1, you need to request a copy of the Closeout Report from DEQ (npsgrants or your regional NPS Coordinator) and evaluate how you’ll address any previous challenges in implementing and/or managing a project that the closeout report addressed. If you’ve received 319(h) funds for this IP before, explain why you’re working here again (justify why working here again) and explain what is different about the situation now (local interest, partnerships, water quality changes, etc.), what is different about your approach (types and numbers of BMP, partnerships, etc.) and/or organization (new staff,

training/expertise, etc.) this time around that will address any previous challenges in implementing and/or managing a project.

If you've never had a 319(h) grant or worked in an area that's 'Conditionally Eligible' this doesn't count for or against you. We're evaluating whether or not Applicants have requested information (Closeout Report) to find out what needs to be addressed and have adequately proposed ways to overcome those challenges or issues (see the evaluative criteria in the RFA).

[This is the last slide for the Application Questions.] [STOP FOR QUESTIONS] [James questions; Nicole taking notes].

Application Form: 'Read Me' Tab

- Red text = for you to fill out
- Black text = don't touch
- Examples provided (highlighted yellow)
- Work through worksheet tabs in order; they build off of one another

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DEQ

[TAKE A QUICK BREAK?]

[Refer to handouts in to open form]

[Open Application Form to show in presentation monitor]

Now we'll get into the 2nd (and LAST!) section: Application Form (Excel)

We'll go through each of these tabs and we'll start out by opening the 'Read me' tab.

- This tab provides step-by-step instructions for approaching the form to better understand it. There are instructions for how to complete out each tab (as well as at the top of each tab). The more you understand it, the easier it is/less daunting it is to fill out.
- Look for the cells with red text. These will be the fields you will complete. Fields in black text are meant to be static.
- Examples of how to complete Tabs 1-6 are highlighted yellow after Tab 7. These are not perfect and completing your application the same way doesn't guarantee you'll be selected for funding. It's just a resource. Also, please do not use the EXAMPLE tabs to complete your application as they may not be properly formatted for final submission.

Tip: Resist urge to start filling it out immediately. Start at Tab 1 and work your way through all 7 tabs sequentially (Tab 1 should be filled out before Tab 2, Tab 2 before Tab 3, etc.). What is entered in one tab may populate information in another.

[Quickly go through what each tab is].

Application Form – Tab 1- Application

- Basic info. If awarded we'll use this form for future reporting, so put the info in right the first time
- Don't touch the Project Budget Summary cells: B17 – N23. These auto-populate based on what you input in Tab 4.

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DEQ

[Demonstrate Tab 1] – Application tab.

Tab 1 is the basic information requested, such as contact information, organizational ID #s, IP name, watersheds, etc. If awarded we'll use this form for future reporting, so please fill in the info in right the first time.

Remember, only fill in the cells with red text. Do not touch the Project Budget Summary cells: B17 – N23. These auto-populate based on what you'll put in Tab 4.

[Show EXAMPLE Application tab].

Application Form: Tab-2 Partners and Technical Leads

- Fill in as much as you can- Be sure to include names of your partners
- Notice the drop-down cells
- Ok to leave \$ amount of match funding blank if you need to come back

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[Demonstrate Tab 2] – Partners tab.

Fill in as much as you can. Do at least put in the names of your partners because you'll need their names in subsequent tabs.

Notice the drop-down cells:

- Yes/No
- Primary Role in Project (Technical lead= expertise for BMP design/construction; Supporting partner= provides outreach, ed, or admin support; Project Administrator= organization tasked with oversight and management of partners (usually the Applicant).
- Source Sector
- Secondary Source Sector

Ok to leave \$ amount of match funding blank if you need to come back later to fill in.

[Show EXAMPLE Partners tab].

Application Form: Tab 3- Proposed BMP Activity

- Very important to do this BEFORE opening the budget tab

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[Demonstrate Tab 3] – BMP Activity tab.

DO THIS BEFORE YOU DO YOUR BUDGET. This populates Tab 4 and makes much easier to fill out the budget tab.

Notice the drop-down cells

- Source Sector
- BMP Name/BMP code
- Responsible party
- Watershed Name
- Estimated Extent BMP installed
- BMP units
- Number of Systems

[Show EXAMPLE BMP Activity tab].

Application Form: Tab 4- Project Budget Detail

- Demonstration

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[Demonstrate Tab 4] – Budget EXAMPLE tab.

Everyone probably approaches the development of their budget differently but one recommendation would be to start with the BMP (Construction) budget since the project is ultimately driven by BMP implementation. So,

Step 1: Start at section 6 (Construction) first. Notice the fields that have been auto populate for you based on what you put in Tab 3. Then fill out your budget costs.

Step 2: Remember the standard TA:BMP is 35% TA and 65% BMP. You may be eligible for the TA allowances that we discussed earlier (and we'll talk about how to calculate that in the next tab).

Step 3: Complete the remaining sections of Tab 4 Project Budget, using the amount of TA you determined you'll budget and allocate it to the TA categories: Personnel, Fringe, Travel, Supplies, Contractual, Other Direct, Indirect).

If you're not planning to use any of the TA allowances that we discussed earlier, your work on the budget would stop here. But if you want to take advantage of these and

see how much more TA you could get with these allowances (without exceeding 50% cap), then you proceed to Tab 4a (Project Budget Worksheet).

Application Form: Tab 4a- Project Budget Worksheet Tab

- Demonstration

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If you're not going to request additional TA or a match exemption, then proceed to enter the Match amounts in Tab 4 and proceed to Tab 5 – Milestones. If you'd like to see if you can get additional TA or have a match exemption, then proceed with this tab.

A quick disclaimer before getting into what Tab 4a offers: It's meant to be helpful, but if it's not, contact your NPS Regional Coordinator and they'll help you out.

Answer the questions at the top of this tab to see if you qualify. If you say 'yes/TRUE' to any of those questions, you may want to use this sheet to help determine how these special circumstances can impact your budget.

If the answer to all of those questions is 'No/FALSE', then you're not eligible for any of the TA allowances or match exemption so proceed to Tab 5.

To briefly walk you through this:

- First one is about **match exemption** (only 15% on septic activities if in High or Above Fiscal Stress) – fill in your budget from Tab 4 and determine % of each category will be spent on septic related work. [See Example] You can then see min

match you need to provide for septic and non-septic activities.

- Second and third questions are about **Administering for multiple partners**, eligible for up to 10% additional TA for administrative support for 2 or more partners (just 1 partner it's 5%). Enter in the actual amount you will add to TA (red text) if you'd like to take advantage of this allowance.
- Third question is about **New Grantees**, may get a one-time 5% increase in TA funds. Enter in the actual amount you will add to TA (red text) if you'd like to take advantage of this allowance.
- The last question is about **Water Quality Monitoring**—additional TA funds of up to 5% for monitoring activities. To respond to the WQM activities question in cell H14, open Tab 6-WQM and select true or false in cell E10. This auto-populates cell H14 in Tab 4a. If it's 'TRUE' it will autopopulate for you. If 'FALSE' it will not autopopulate.

So by answering these questions, you'll see how much additional TA you could request at the bottom of the spreadsheet. It is your discretion if you want to add the additional TA to the budget (not required).

Look at cell C55 to see the maximum amount of TA funding that could be added to your project's TA categories for all the special conditions that apply to your project. If it says 'FALSE' at the very bottom, then you've exceeded the 50% TA cap and need to reevaluate. If you decide to incorporate these additional TA funds (total in cell C56) , you'll need to add them into your budget on Tab 4 as appropriate, for administrative support for coordinating all the partners/reporting, being a new grantee, and/or water quality monitoring. The example tabs did not add this additional TA to Tab 4. Work with your regional NPS Coordinator if you have questions.

Application Form: Tab 5- Milestone Table and Timeline

- Align activities with your grant period
- Be realistic
- Progress reviews are every six months
- One Partners Meeting every year (spring/summer)
- Closeout review is within last three months of grant period

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[Demonstrate Tab 5] – Milestones EXAMPLE tab.

- Align activities with your grant period
- Be realistic
- Progress reviews are every six months
- One DEQ Partners Meeting every year (spring/summer)
- Closeout review is within last three months of grant period

Tip: Be sure to include all activities in all sectors. You can add tasks in rows with red text.

Application Form: Tab 6- Water Quality Monitoring Plan

- Work closely with Regional NPS Coordinator

[Demonstrate Tab 6] – WQM EXAMPLE tab.

Application Form: Tab 7- Application Checklist and Certification

- Self explanatory
- Only fill out red text.
- Don't forget to sign it!

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DEQ

Last tab!

Self explanatory- Nice checklist to help make sure you have everything in the application package (and in the correct format)

Only fill out red text.

Don't forget to sign it!

Poll: Round two: do you think you'll submit an application for this RFA cycle?

- Yes, gotta get to work on it
- Maybe, still not sure
- No, not gonna make it happen this time around
- No,... still me from DEQ

We're done!.....

Questions?

NPSgrants@deq.virginia.gov

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DEQ

Questions? [James questions; Nicole taking notes].

Reminder: This webinar was recorded and a link will be sent to everyone who registered (and can be shared with others) in a couple days. We will post the video recording, Q&A and presentation (with notes) on the [DEQ NPS website](#):

<https://www.deq.virginia.gov/water/water-quality/nonpoint-source-management/funding-grant-and-project-resources> (under Current Funding Opportunities) and the [Virginia Business Opportunities \(eVA\) website](#):

https://mvendor.cgieva.com/Vendor/public/ADVSODetails.jsp?PageTitle=SO%20Details&DOC_CD=RFA&Details_Page=ADVSODetails.jsp&DEPT_CD=A440&BID_INTRNL_NO=62&BID_NO=62&BID_VERS_NO=1

Feel free to contact your regional NPS Coordinator or NPSgrants@deq.Virginia.gov if you have any questions with your application.

Thank you for interest and participating today! Hope to hear from you in August.